



**The Quality Chicken People**

ALLEN FAMILY FOODS, INC.

126 NORTH SHIPLEY STREET  
SEAFORD, DELAWARE 19973-3100  
TEL (302) 629-9136 • FAX (302) 629-0514

**RECEIVED**

**MAY 31 2006**

**SURFACE WATER**

May 23, 2006

To Whom It May Concern:

Allen's is committed to our vendor relationships established over the years; and we are excited to inform you of our implementation of SAP as our company wide financial application system. SAP implementation will mark the beginning of a new phase in Allen's progress to excel in our industry and accomplish unprecedented customer satisfaction levels.

SAP is well known in the business world as a powerful tool assisting companies by increasing efficiencies and minimizing conflicts of information. SAP implementation will begin on June 26, 2006. SAP will be bringing innovative procedures for procurement and payables. Many challenges are expected but with diligence and your assistance they will be easily overcome.

Listed below you will find some items with definite changes.

- 1) New purchase order forms and number ranges for materials
- 2) Purchase order documents will be faxed automatically to the vendor
- 3) Confirmation of price and requested delivery date will be mandated
- 4) New part number assignment
- 5) New part numbers need to be included in packing slips, invoices and any other document referencing such materials \*\*
- 6) Invoices need to be promptly remitted for any purchase order received prior to implementation date \*\*
- 7) Existing open purchase orders at time of implementation will be closed and new purchase order number will be issued. New purchase order number will need to be included on invoice. \*\*

\*\*Following the guidelines will improve A/P processing and insure prompt payment.

If you have any questions regarding the implementation phase please direct your inquiries to your current contact at the plant or corporate level.

Sincerely,

Mark Mundy  
Director of Financial Services  
Allen Family Foods, Inc.